



DOCUMENT #	0300-0310-025-C
REVISION #	1.0
TITLE	PROJECT MANAGER ASSESSMENT
EFFECTIVE DATE	12/31/14

PROJECT MANAGER ASSESSMENT

1.0 SCOPE

[North Carolina General Statute 147-33.72A\(2\)](#) and [North Carolina General Statute 147-33.72E](#) require the State Chief Information Officer (SCIO) to establish project management criteria and standards, as well as to review and approve the assignment of Project Managers (PMs) to Information Technology (IT) Projects. By approving this Quality Work Instruction (QWI), the SCIO delegates the implementation of this authority to the Enterprise Project Management Office (EPMO) Manager. This QWI defines the procedure for effectively reviewing the qualifications of the assigned PM, and authorizing the PM to manage the proposed project. The Project Manager Assessment is completed as part of the [0300-0310-005-C PROJECT INITIATION](#) procedure within the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](#).

2.0 OWNER

2.1 The SCIO owns this QWI and delegates responsibility for its implementation to the EPMO Manager. No changes, additions or alterations may be made without the owner's written approval.

3.0 REFERENCE DOCUMENTS

DOCUMENT IDENTIFICATION	DOCUMENT TITLE
NC General Statute 147-33.72A(2)	STATE INFORMATION TECHNOLOGY SERVICES, PART 1.
NC General Statute 147-33.72E	STATE INFORMATION TECHNOLOGY MANAGEMENT, PURPOSE AND PROJECT MANAGEMENT STANDARDS.
0100-0800-010-B	FORMS AND RECORDS CONTROL
0300-0300-005-B	PROJECT MANAGEMENT PROCESS
0600-0600-005-B	CORRECTIVE ACTION PROCESS
0300-0310-005-C	PROJECT INITIATION

4.0 ASSOCIATED FORMS

FORMS IDENTIFICATION	FORM TITLE
0300-0310-010-D	PROJECT CHARTER FORM
0300-0310-025-D	PROJECT MANAGER ASSESSMENT FORM
0600-0600-005-D	CORRECTIVE ACTION FORM

5.0 DEFINITIONS

- NONE

6.0 PROCEDURE

The Project Management Advisor (PMA), with the assistance of the PM and in coordination with the Business Owner, will complete the [0300-0310-025-D PROJECT MANAGER ASSESSMENT FORM](#) as described below.

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6.1 The PMA will review the project's scope and optimal PM knowledge, skills and abilities required with the Business Owner and PM. The PMA will schedule meetings as required to review the PM's training and experience relative to the project.

6.2 **Project Information** (Section 1.0) - The PMA enters the required information as drawn from the [0300-0310-010-D PROJECT CHARTER FORM](#) and enters the date of the assessment.

6.3 **Project Manager (PM) Assessment** (Section 2.0)

6.3.1 The PMA documents the optimal training and experience required by the project. (Section 2.1)

6.3.2 The PMA identifies the PM's training and experience information available, and reviews it with the PM relative to the project's requirements. (Section 2.2)

6.3.3 The PMA documents the results of their review. (Section 2.3)

6.3.4 The PMA provides a determination as to whether the PM meets the qualification requirements for the project. (Section 2.4)

6.3.4.1 If the PMA determines that the PM's qualifications place the project at risk or does not meet the Quality Assurance standards set by the EPMO, the PMA will notify the Business Owner and select "No" in Section 2.4. The PMA will then submit a DRAFT [0600-0600-005-D CORRECTIVE ACTION FORM](#) to the EPMO Manager.

6.3.4.2 The EPMO Manager will complete the [0600-0600-010-D CORRECTIVE ACTION FORM](#) in accordance with [0600-0600-005-B CORRECTIVE ACTION PROCESS](#).

6.3.5 The PMA provides any additional comments. (Section 2.5)

6.4 The PMA will post the completed [0300-0310-025-D PROJECT MANAGER ASSESSMENT FORM](#) to the EPMO Project Management document repository.

7.0 RECORDS

7.1 Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with [0100-0800-010-B FORMS AND RECORDS CONTROL](#) procedure.

8.0 REASON FOR CHANGE

8.1 Initial issue.

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